NDE Bulletin October 30, 2014

IMPORTANT REMINDER: Due Dates and Data Changes

Contact: NDE Helpdesk (888-285-0556 or nde.helpdesk@nebraska.gov)

DUE DATE - A date when data must be submitted

CDC - Collections need to be submitted

NSSRS - All required templates must be submitted during the collection window

GMS – All required applications must be submitted to NDE by the due date.

<u>AUDIT WINDOW CLOSE DATE</u> – The Audit Window allows District and NDE staff to review the submitted data and make necessary adjustments. Districts must ensure final approval occurs during the Audit Window.

CDC – Collections must be approved locally on or before the Audit Window Close Date NSSRS – Collections must be approved locally on or before the Audit Window Close Date.

After the Audit Window Closes the data becomes available for official reports and calculations.

Need to make changes BEFORE the Audit Window Close Date and you have already approved? Contact the NDE Helpdesk at 888-285-0556 or nde.helpdesk@nebraska.gov

Need to make changes AFTER the Audit Window Close Date?

Requests to change data, after the Audit Window Close Date, require submission of "Request to Submit Data Late or Make Data Changes" available within the Consolidated Data Collection.

PLEASE REFER TO THE NSSRS CALENDAR AND THE CDC CALENDAR FOR FURTHER INFORMATION ON COLLECTIONS DUE DATES.



NSSRS Approval - Due on or before October 31

Contact: NDE Helpdesk at 888-256-0556 or 888-285-0556

Approval of the Fall submission windows are to be done on or before October 31. Approval should only be done after the review and resolution of NSSRS Validation errors and/or warnings. Review of the Verification Reports is an important step that should be done to check data that was submitted for accuracy. Only district staff will know if the data that has been submitted is accurate.

Approval is only available in the District Administrator's portal account in the NSSRS Data Manager – Data Approval. Click on the green check mark for each collection window to approve.

<u>"2014-15 Fall Audit"</u>

<u>"Follow up #1 13-14 Audit"</u> (You will need to change the "School Year Range Start" date to 2014-06-30 and "Filter" to be able to see the approval for this 13-14 collection.



Consolidated Data Collection (CDC) Approvals – Due on or before October 31

Contact: NDE Helpdesk at 888-256-0556 or 888-285-0556

Approvals of the Fall CDC reports (those with due dates or 10/15 to 10/31) are to be done on or before October 31. The staff person with the "Approver" activation code is responsible for making sure required CDC reports have been Submitted and Approved.



ADVISER Data Dashboard Early Adopter Program

Contact: Dean Folkers, dean.folkers@nebraska.gov or nde.pmo@nebraska.gov.

Announcing the opportunity for Nebraska school districts to indicate interest in participating in the Nebraska ADVISER Data Dashboard "Early Adopter Program" (EAP). The ADVISER (Advanced Data Views Informing Student Educational Response) dashboard is designed for educators and combines multiple sets of data, near real time, to inform and support effective instruction for every student, every day. The EAP is an exciting opportunity for Nebraska districts to gain early access to the dashboard and related technologies built through the resources of the federal SLDS grant to the Nebraska Department of Education.

More information about the EAP and the online interest form are available at http://www.education.ne.gov/DataServices/SLDS Grant/Dashboard.html.

Interest forms must be submitted by November 6, 2014.



Nutrition Services FNS 742 Report – Due: November 15

Contact: Nutrition Services by calling 800-731-2233 (Toll Free outside Lincoln Ne only) or 402-471-2488.

The Nutrition Services' School Food Authority (SFA) Verification Collection Report (FNS-742) is due by November 15, 2014. The purpose of verification is the confirmation of eligibility for a sample pool of Free and Reduced Price School Meals Family Applications on file. The sample pool is collected from the applications received by October 1, 2014. The FNS-742 report's instructions is available at:

http://www.education.ne.gov/ns/forms/nslpforms/Attachments/H.pdf. Please take time to read through the instructions noting the specific dates.

On the CNP system website at https://nutrition.education.ne.gov/, the report can be found under "Application" | "Verification Report". The FNS-742 Section 3, Question 3-2 requests Direct Certification data as of October 30, 2014. In order for this to be current, the SFA should upload/enter new students that were not included in the last submitted student data file. New students need to be added by October 30, 2014 to be reported on the Direct Certification List. Students found on the Direct Certification List cannot be part of the sample pool for verification. SFA can directly verify applications and this process does not require notifying the households of verification. The applications from the sample pool for Direct Verification can be uploaded or entered in the CNP system under the Verification menu item and clicking on 'Direct Verification.

Additional resources and instructions for Verification are located at: http://www.education.ne.gov/ns/forms/nslpforms/DirectCert.html



2014 Cohort Four-Year Graduation Rate Student Roster

Contact: NDE Helpdesk (888-285-0556 or nde.helpdesk@nebraska.gov)

Districts will now be able to view a list of students who make up the Cohort Four-Year Graduation Rate at a district or school level on the Graduation Cohort Analysis Tool (G-CAT). The list contains information about the student's demographics and his or her graduation status. The *Cohort Four-Year Graduation Rate Student Roster* link is located below the Category table on the result page. The G-CAT tool is updated each night and follows the Graduation Cohort from the beginning of 9th grade and continues to be updated through the extended years. Remember, the *Current Graduation Cohort* and *Cohort Four-Year Graduation Rate Student Roster* may not contain the same list of students.



2014 Cohort: Requests to Change Data - Date Due: October 31

Contact: NDE Helpdesk (888-285-0556 or nde.helpdesk@nebraska.gov)

In order that accurate 2014 Cohort Four-year Graduation rates are displayed on the State of the Schools Report this November, all requests to change data related to the 2014 Cohort must be submitted via the CDC "Graduation Cohort Resolution Request" process on or before October 31. Districts may investigate 2014 Cohort details using the "Graduation Cohort Analysis Tool" within NSSRS Validation.



New NSSRS Validations beginning October 23

Contact: NDE Helpdesk (888-285-0556 or nde.helpdesk@nebraska.gov)

Error 560:

<u>Title:</u> Student assigned incorrect Participation Info Code on Early Childhood Programs Fact Template.

<u>Description:</u> The district has not been assigned a Participation Info Code for the type of early childhood program that the student was reported to be participating at. Please refer to the following link for a list of district assigned Participation Info Codes http://www.education.ne.gov/OEC/pdfs/nssrs_template.pdf. Please contact the Early Childhood office at 402-471-3184 if there are any questions.

Error 561:

Title: No students have been reported in the Early Childhood Programs Fact template.

<u>Description:</u> No students have been reported in the Early Childhood Programs Fact template. Please refer to the following link for a list of district assigned Participation Info Codes

http://www.education.ne.gov/OEC/pdfs/nssrs_template.pdf. Please contact the Early Childhood office at 402-471-3184 if there are any questions.



October Special Education Snapshot Date Due: October 31

Contact: Pam Kasl (402-471-4341 or pam.kasl@nebraska.gov)

Include only students with verified disabilities on an Individualized Education Plan (IEP) or Individualized Family Service Plan (IFSP) as of October 1, 2014 and any student who exited special education between July 1, 2014 and October 1, 2014. The value of Snapshot Date [Special Education Snapshot: Snapshot Date (35)] is to be "2014-10-01". The October Special Education Snapshot is accepted during the NSSRS Fall Collection and Fall Audit windows.

This will be the source for the Individuals with Disabilities Education Act (IDEA) Annual Child Count.



The following collections are currently open in the Consolidated Data Collection (CDC)

Contact: NDE Helpdesk (888-285-0556 or nde.helpdesk@nebraska.gov)

Please refer to the CDC Calendar for further information on collections and their due dates.

The CDC Calendar can be found on the NSSRS Resources page at

http://www.education.ne.gov/nssrs/Resources.html#Instructions. Also review the instructions available in each of the individual CDC collections for further details about each collection.

Assessed Valuation and Levies

Assessed valuation and levies. Distance between high school attendance centers.

<u>Due Date: October 15</u> <u>Audit Window Close Date: October 31</u>

Collection completed by Public

For more information, contact Jen Utemark - jen.utemark@nebraska.gov (402) 471-3323

Elementary Site Allowance

Districts that are applying for the Elementary Site Allowance. This form to be completed by a school district with multiple elementary attendance sites. A qualifying elementary site shall be an elementary attendance site, in a district with multiple elementary attendance sites, which (a) does not have another elementary attendance site within 7 miles in the same school district, or (b) is the only public elementary attendance site located in an incorporated city or village.

<u>Due Date: October 15</u> <u>Audit Window Close Date: October 31</u>

Collection completed by Public

For more information, contact Jen Utemark – <u>jen.utemark@nebraska.gov</u> (402) 471-3323

Non-Certificated Staff

Report of Non-Certificated Staff.

<u>Due Date: October 15</u> <u>Audit Window Close Date: October 31</u>

Collection completed by Public, State Operated and ESU's

For more information, contact Pam Tagart – pam.tagart@nebraska.gov (402) 471-4735

Nonpublic Dropout Report

Collects Nonpublic dropout data.

<u>Due Date: October 15</u> <u>Audit Window Close Date: October 31</u>

Collection completed by Nonpublic

For more information, contact Pam Tagart - pam.tagart@nebraska.gov (402) 471-4735

Nonpublic Membership Report

Collects membership data from Nonpublic Systems

Due Date: October 15 Audit Window Close Date: October 31

Collection completed by Nonpublic

For more information, contact Jill Aurand – jill.aurand@nebraska.gov (402) 471-3321

PK-K Instructional Program Hours

Instructional program hours including kindergarten program type.

<u>Due Date: October 15</u> <u>Audit Window Close Date: October 31</u>

Collection completed by Public

For more information, contact Tammi Hicken - tammi.hicken@nebraska.gov (402) 471-3184

School Age Final Financial Report (FFR)

School District's/ESU's claim reimbursement for SPED School age expenditures.

Due Date: October 31

Collection completed by Public and ESU's

For more information, contact Lori Adams – lori.adams@nebraska.gov (402) 471-2637

Additional Special Education Final Financial information: http://www.education.ne.gov/FOS/SPED/

Student Growth Adjustment

Districts applying for the student growth adjustment. Districts must estimate their 2015/16 average daily membership and provide evidence supporting the estimate. Estimated student growth is the difference between the 2014/15 fall membership and 2015/16 estimated average daily membership.

<u>Due Date: October 15</u> <u>Audit Window Close Date: October 31</u>

Collection completed by Public

For more information, contact Jen Utemark – jen.utemark@nebraska.gov (402) 471-3323

Substitute Teachers

Report all substitute teachers. Open all year

<u>Due Date June 16, 2014</u> <u>Audit Window Close Date June 30, 2015</u>

Collection completed by Public, Nonpublic, State Operated, ESU and Interim

For more information, contact Kevin Peters – kevin.peters@nebraska.gov (402) 471-0739

Summer School Student Unit

Number of students by grade who attend summer school: 1) attending remedial Math or Reading, 2) students eligible for free lunch or free milk.

Due Date: October 15 Audit Window Close Date: October 31

Collection completed by Public

For more information, contact Jen Utemark - jen.utemark@nebraska.gov (402) 471-3323

Teacher and Principal Evaluation Survey

NDE Principal Performance Survey and NDE Teacher Performance Survey (State Fiscal Stabilization Fund Assurances).

<u>Due Date: October 15</u> <u>Audit Window Close Date: October 31</u>

Collection completed by Public

For more information, contact Diane Stuehmer – diane.stuehmer@nebraska.gov (402) 471-1740

2014-2015 Teacher Vacancy Survey - Opened October 1

The annual Teacher Vacancy Survey collects statewide teacher vacancy information which is used to determine teacher shortage areas. This information is used to qualify content areas eligible for a number of state and federal teacher loan forgiveness opportunities and to inform research regarding teacher supply. The 2014-15 Survey is being expanded this year to collect information from Educational Service Units and Nonpublic Systems. *Due Date: November 10 Audit Window Close Date: December 10*

Public Districts, Nonpublic School Systems, Educational Service Units

For more information, contact: Karen Buller (402-471-4837 or Karen.buller@nebraska.gov)

Technology Plan (Nonpublic optional)

District Technology, Education, Assessment and Management Plan.

Due Date: November 30 Audit Window Close Date: February 15, 2015

Collection completed by Public, Nonpublic, State Operated and ESU's

For more information, contact SuAnn Witt - suann.witt@nebraska.gov 402) 471-2085

Title I Annual Caseload Count of Children In Local Institutions For Neglected or Delinquent

The purpose of this annual caseload count is to provide the State Educational Agency with current information on the location and number of children living in institutions for neglected or delinquent children, or in local correctional institutions. The information collected will be used in the Title I formula for computing allocations for local educational agencies.

<u>Due Date: December 5</u> <u>Audit Window Close Date: January 5, 2015</u>

Collection completed by Public

For more information, contact Pat Frost – pat.frost@nebraska.gov (402) 471-2478

Title III Professional Development

Districts or ESU consortia that receive funds under Title III Limited English Proficient grants should complete this information. It is designed to collect information on the types of professional development provided under Title III for the previous school year. Title III subgrantees only.

<u>Due Date: October 1</u> <u>Audit Window Close Date: November 15</u>

Collection completed by Public and ESU's

For more information, contact Terri Schuster – terri.schuster@nebraska.gov (402) 471-4694

Two-Year New School Adjustment Application

Districts applying for a Two-Year New School Adjustment. School districts applying for the two-year new school adjustment will need to provide estimated additional student capacity and provide supporting evidence.

<u>Due Date: October 15</u> <u>Audit Window Close Date: October 31</u>

Collection completed by Public

For more information, contact Jen Utemark – <u>jen.utemark@nebraska.gov</u> (402) 471-3323



2013/14 School District Annual Financial Report (AFR) Due: November 3

Contacts: Janice Eret 402/471-2248 or <u>janice.eret@nebraska.gov</u> or Bill Biven 402-471-0526 or bill.biven@nebraska.gov

AFRs must be submitted through the AFR Online system no later than Monday, November 3. AFRs submitted after November 3 are subject to withholding of State Aid and local funds.



2013-14 GMS Final Reimbursement Requests Due: November 15

Contact: Shane Rhian (402-471-4313 or shane.rhian@nebraska.gov)

Final reimbursement requests for federally funded grants paid through GMS are due to NDE Financial Services, in approvable format, by November 15, 2014.

Applicable grants include:

- McKinney Homeless Grant
- No Child Left Behind (NCLB)
 - o Title IA
 - o Title ID
 - o Title IIA
 - o Title IID
 - o Title III-IE
 - Title III-LEP
- Title I Accountability Funds
- Title IC Migrant

When submitting reimbursement requests, keep the following in mind:

- Supporting documentation needs to be supplied for journal entries and credit card procurement charges.
- When making payments to individuals, be specific as to what the payment is for
- For parent activities, be specific as to what was purchased and who participated in the activity
- Whenever computers are purchased with Title I Funds, they must be listed on the consolidated application
 on the Capital Outlay/Equipment Operational Equipment page. Computer purchases cannot be approved
 if they are not listed. This includes electronic items such as ipads, ipods, Kindles, or anything considered
 small and attractive.

- Service Provider tab must be completed for all non-school district service providers for IDEA grants and supporting invoices submitted.
- Please ensure that the request is marked as a Final by checking the appropriate box and (Re)Calculate Closeout before submitting.
- Supporting documentation for Title II Part A must provide sufficient information to identify the "content" of
 the professional development activity. Professional development activity is to improve student
 achievement in the core academic areas. Funds should only be used for staff working in these areas. Refer
 to the ESEA Title II, Part A Non-Regulatory Guidance for appropriate use of funds.
- A reminder, NCLB funds can never be paid to a non-public school.



Title I Schoolwide Intent Forms - Due: November 15

Contact: Beth Zillig, beth.zillig@nebraska.gov or 402-471-2452

For buildings that do <u>not</u> currently have a Title I Schoolwide Program, but meet the minimum 40% poverty requirement and wish to develop a plan to become Schoolwide for 2015-16 school year, please submit the Title I Schoolwide Intent form by November 15, 2014. The Intent form can be found on the Title I webpage http://www.education.ne.gov/federalprograms/Title%20I%20Part%20A.html under Schoolwide Program and Resources.



Nutrition Services FNS 742 Report - Due: November 15

Contact: Bev Benes((402) 402-471-2488; Bev.Benes@nebraska.gov)

The Nutrition Services' School Food Authority (SFA) Verification Collection Report (FNS-742) is due by November 15, 2014. The purpose of verification is the confirmation of eligibility for a sample pool of Free and Reduced Price School Meals Family Applications on file. The sample pool is collected from the applications received by October 1, 2014. The FNS-742 report's instructions are available at:

http://www.education.ne.gov/ns/forms/nslpforms/Attachments/H.pdf. Please take time to read through the instructions noting the specific dates.

On the CNP system website at https://nutrition.education.ne.gov/, the report can be found under "Application" /"Verification Report". The FNS-742 Section 3, Question 3-2 requests Direct Certification data as of October 31, 2014. In order for this to be current, the SFA should upload/enter new students that were not included in the last submitted student data file. New students need to be added by October 30, 2013 to be reported on the Direct Certification List. Students found on the Direct Certification List cannot be part of the sample pool for verification. SFA can directly verify applications and this process do not require notifying the households of verification. The applications from the sample pool for Direct Verification can be uploaded or entered in the CNP system under the Verification menu item and clicking on 'Direct Verification.

Additional resources and instructions for Verification are located at: http://www.education.ne.gov/ns/forms/nslpforms/verification.html http://www.education.ne.gov/ns/forms/nslpforms/DirectCert.html

REMINDER!

Individuals with Disabilities Education Act (IDEA) Part B MOE Due: November 15

Contact: Pete Biaggio at (492-471-2471 or pete.biaggio@nebraska.gov)

The worksheet to establish IDEA Part B MOE eligibility is now open to school districts through the NDE Portal (under the Data Collections tab). Submissions are due by November 15. School district 2014-15 IDEA Consolidated Application approval is contingent upon establishing MOE eligibility.



NCLB Consolidated Application Open: October 7 Due: November 18

Contact: Diane Stuehmer (402-471-1740 or diane.stuehmer@nebraska.gov)

After many challenges with changes to the NCLB Consolidated application for 2014-15, it opened on October 7 and ready for Districts and ESUs to complete. Thank you for your patience!

Some of the changes to the application include:

- Corrections to Title I, Targeting Step 4 to calculate required set-aside amounts.
- Title II-A now includes information regarding equitable services for non-public schools, if applicable.
- Title III has a 2% limitation on funds used for administration (this includes both direct and indirect administration costs). GMS now calculates the amount that can be budgeted for 2% administration. (This step was previously completed manually.)
- If your District or any school within the District (or ESU multi-district agreement) is identified for Title I Needs Improvement, this information is included in the application and corresponding sections will need to be completed. NOTE--Needs Improvement information is not available to the public until the State of the Schools Report (SOSR) opens on October 24.

REMINDER--No funds can be transferred into Title V for the 2014-15 school year.

APPLICATIONS ARE DUE ON OR BEFORE TUESDAY, NOVEMBER 18, 2014. If you have questions or need assistance while completing the application you may call the NDE NCLB Reviewer for your District/ESU.



Sped IDEA Consolidated Application (GMS) Open: October 7 Due: December 15

Contact: Pete Biaggio (402-471-2471 or pete.biaggio@nebraska.gov)

The 2014-15 Sped IDEA Consolidated application opened in the GMS on October 7, with a due date of December 15 (11:59 p.m.).



Updated - State of the Schools Report (SOSR) Calendar for 2014

Contact: NDE Helpdesk (888-285-0556 or nde.helpdesk@nebraska.gov)

The following provides the dates when data and decisions will be available for review in the 2014 SOSR Preview prior to public release. Once the Report Card is released to the public, the data will not be changed so it is important for Districts to review their data. The 2014 SOSR Preview will be available through the NDE Portal.

Date	Activity	Public/District
Oct. 24, 2014	SOSR 2013-2014 Report Card released to the public	Public
TBA*	District notification regarding PLAS identification*	Identified
		Districts Only
TBA*	PLAS list added to the Public SOSR 2013-2014 Report Card	Public

Nov. 14, 2014	NePAS released with Graduation data and ranking, drop-out data	
	added to the 2013-2014 SOSR District Preview	
Nov. 21, 2014	NePAS released with Graduation data and ranking, drop-out data	Public
	added to the Public SOSR 2013-2014 Report Card	

^{*}Information updated October 16, 2014



NeSA-RMSW 2014-2015 Key Dates

Contact: Valorie Foy (402-471-2495 or valorie.foy@nebraska.gov)

Key dates for NeSA-RMSW are presented in the following table.

Provide Student Information in NSSRS for NeSA-W Field Test and NeSA-W	October 15, 2014
Practice Test	
Update Student Information in NSSRS for NeSA-W Operational Test	December 1, 2014
Update Student Information in NSSRS for NeSA-RMS Operational Test	January 30, 2015

Additional information on NeSA testing is available at the Statewide Assessment Website: http://www.education.ne.gov/Assessment/Index.html

HOW TO CONTACT THE NDE HELPDESK

There are three ways to contact the NDE Helpdesk with questions.

All three ways get to the same place, so <u>please only use one of the following options</u>. If you send more than one request this may delay our response as we coordinate all requests.

1. Submit a "Helpdesk Request" from your portal account. After logging into the NDE Portal, it is available in the upper right corner of the Collection Announcement page. This will be the fastest way to get your request to the NDE Helpdesk.

OR

2. Email: nde.helpdesk@nebraska.gov

OR

3. Call Toll Free: 888-285-0556

Please leave your full name, organization, call back number and a brief description of your question.

ALSO: If you have contacted your area's NDE Trainer or Program Staff person, please do not also contact the Helpdesk. Multiple contacts will delay the response.

THANK YOU!

NDE Bulletin now available in RSS Feed

Contact: NDE Helpdesk (888-285-0556 or nde.helpdesk@nebraska.gov)

We have added an RSS feed that users can subscribe to. Don't forget that the current and past NDE Bulletins can always be found at http://www.education.ne.gov/ndebulletins/index.html. The RSS feature can be found at the above webpage in the upper right hand corner (orange icon). RSS feeds can be used with Outlook and a number of web-based feed readers. At this time we will also continue to send the bulletin out via e-mail.

Ginny Carter, Helpdesk Manager Nebraska Department of Education - Data, Research and Evaluation 301 Centennial Mall South - Lincoln, NE 68509 ginny.carter@nebraska.gov 402-471-2369

Helpdesk: Toll Free 888-285-0556 Email: nde.helpdesk@nebraska.gov